

**Ogemaw District Library
Ogemaw County, Michigan
Financial Report
With Supplemental Information
September 30, 2004**

Auditing Procedures Report

Issued under P.A. 2 of 1968, as amended.

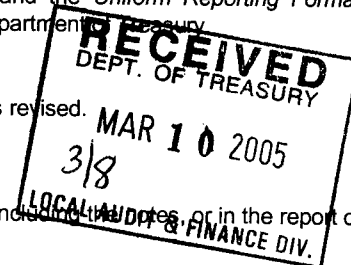
Local Government Type <input type="checkbox"/> City <input type="checkbox"/> Township <input type="checkbox"/> Village <input checked="" type="checkbox"/> Other		Local Government Name OGE MAW DISTRICT LIBRARY	County OGE MAW
Audit Date 9/30/04	Opinion Date 2/26/05	Date Accountant Report Submitted to State: 3/7/05	

We have audited the financial statements of this local unit of government and rendered an opinion on financial statements prepared in accordance with the Statements of the Governmental Accounting Standards Board (GASB) and the *Uniform Reporting Format for Financial Statements for Counties and Local Units of Government in Michigan* by the Michigan Department of Treasury.

We affirm that:

1. We have complied with the *Bulletin for the Audits of Local Units of Government in Michigan* as revised.
2. We are certified public accountants registered to practice in Michigan.

We further affirm the following. "Yes" responses have been disclosed in the financial statements, included in the report of comments and recommendations



You must check the applicable box for each item below.

- ☐ Yes ☒ No 1. Certain component units/funds/agencies of the local unit are excluded from the financial statements.
- ☐ Yes ☒ No 2. There are accumulated deficits in one or more of this unit's unreserved fund balances/retained earnings (P.A. 275 of 1980).
- ☒ Yes ☐ No 3. There are instances of non-compliance with the Uniform Accounting and Budgeting Act (P.A. 2 of 1968, as amended).
- ☐ Yes ☒ No 4. The local unit has violated the conditions of either an order issued under the Municipal Finance Act or its requirements, or an order issued under the Emergency Municipal Loan Act.
- ☐ Yes ☒ No 5. The local unit holds deposits/investments which do not comply with statutory requirements. (P.A. 20 of 1943, as amended [MCL 129.91], or P.A. 55 of 1982, as amended [MCL 38.1132]).
- ☐ Yes ☒ No 6. The local unit has been delinquent in distributing tax revenues that were collected for another taxing unit.
- ☐ Yes ☒ No 7. The local unit has violated the Constitutional requirement (Article 9, Section 24) to fund current year earned pension benefits (normal costs) in the current year. If the plan is more than 100% funded and the overfunding credits are more than the normal cost requirement, no contributions are due (paid during the year).
- ☐ Yes ☒ No 8. The local unit uses credit cards and has not adopted an applicable policy as required by P.A. 266 of 1995 (MCL 129.241).
- ☐ Yes ☒ No 9. The local unit has not adopted an investment policy as required by P.A. 196 of 1997 (MCL 129.95).

We have enclosed the following:

	Enclosed	To Be Forwarded	Not Required
The letter of comments and recommendations.			✓
Reports on individual federal financial assistance programs (program audits).			✓
Single Audit Reports (ASL GU).			✓

Certified Public Accountant (Firm Name) ROBERTSON & CARPENTER, CPAs, LLP			
Street Address 103 E MAIN STREET, PO BOX 69		City ROSE CITY	State MI
Accountant Signature <i>Robertson & Carpenter, CPAs, LLP</i>		ZIP 48654	Date 3/7/05

Ogemaw District Library

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CERTIFIED PUBLIC ACCOUNTANTS

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INDEPENDENT AUDITOR'S REPORT

Library Board
Ogemaw District Library
Ogemaw County, Michigan

We have audited the accompanying financial statements of the governmental activities, and the major fund of the Ogemaw District Library as of and for the year ended September 30, 2004, which collectively comprise the Ogemaw District Library's basic financial statements as listed in the table of contents. These financial statements are the responsibility of the Ogemaw District Library's management. Our responsibility is to express opinions on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinions.

In our opinion, the financial statements referred to above, present fairly, in all material respects, the respective financial position of the governmental activities and the major fund of the Ogemaw District Library as of September 30, 2004, and the respective changes in financial position, thereof for the year then ended in conformity with accounting principles generally accepted in the United States of America.

As described in Note 1, the Library has implemented a new financial reporting model, as required by the provisions of GASB Statement No. 34, *Basic Financial Statements - and Management's Discussion and Analysis - for State and Local Governments*, as of October 1, 2003.

The management's discussion and analysis and budgetary comparison information on page 3 through page 8 and page 21 are not a required part of the basic financial statements but are supplementary information required by accounting principles generally accepted in the United States of America. We have applied certain limited procedures, which consisted principally of inquiries of management regarding the methods of measurement and presentation of the required supplementary information. However, we did not audit the information and express no opinion on it.

Our audit was conducted for the purposes of forming opinions on the financial statements that collectively comprise the Ogemaw District Library's basic financial statements. The accompanying other supplemental information, as identified in the table of contents, is not a required part of the basic financial statements but is presented for the purpose of additional analysis. The other supplemental information has been subjected to the auditing procedures applied in the audit of the basic financial statements and, in our opinion, is fairly stated in all material respects in relation to the basic financial statements taken as a whole.

Robertson & Carpenter, CPAs, LLP

Robertson & Carpenter, LLP
Certified Public Accountants
February 26, 2005

Management's Discussion and Analysis

As management of Ogemaw District Library (the "Library"), we offer readers of the Library's financial statements this narrative overview and analysis of the financial activities of the Library for the fiscal year ended September 30, 2004.

Financial Highlights

- The assets of the Library exceeded its liabilities at the close of the most recent fiscal year by \$456,104 (*net assets*). Of this amount, \$456,104 (*unrestricted net assets*) may be used to meet the Library's ongoing obligations
- The Library's total net assets increased by \$5,836.
- As of the close of the current fiscal year, the Library's general fund, the only governmental fund, reported an ending fund balance of \$257,652, an increase of \$10,588 in comparison with the prior year.
- At the end of the current fiscal year, unreserved fund balance for the general fund was \$257,652 or 131 percent of total general fund expenditures.

Overview of the Financial Statements

This discussion and analysis are intended to serve as an introduction to the Library's basic financial statements. The Library's basic financial statements comprise three components: 1) Government-wide financial statements, 2) fund financial statements, and 3) notes to the financial statements. This report also contains other supplementary information in addition to the basic financial statements themselves.

Government-wide financial statements. The *government-wide financial statements* are designed to provide readers with a broad overview of the Library's finances, in a manner similar to a private-sector business.

The *statement of net assets* presents information on all of the Library's assets and liabilities, with the difference between the two reported as *net assets*. Over time, increases or decreases in net assets may serve as a useful indicator of whether the financial position of the Library is improving or deteriorating.

The *statement of activities* presents information showing how the Library's net assets changed during the most recent fiscal year. All changes in net assets are reported as soon as the underlying event giving rise to the change occurs, *regardless of the timing of related cash flows*. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods.

Both of the government-wide financial statements present functions of the Library that are principally supported by taxes and intergovernmental revenues (*governmental activities*). The governmental activities of the Library consist of culture-related activities. The Library does not have any business-type activities as of and for the year ended September 30, 2004.

The government-wide financial statements can be found on pages 9-10 of this report.

Fund financial statements. A *fund* is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The Library, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. All of the funds of the Library can be divided into one category: governmental funds.

Governmental funds. *Governmental funds* are used to account for essentially the same functions reported as *governmental activities* in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on *near-term inflows and outflows of spendable resources*, as well as on *balances of spendable resources* available at the end of the fiscal year. Such information may be useful in evaluating a Library's near-term financing requirements.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for *governmental funds* with similar information presented for *governmental activities* in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the government's near-term financing decisions. Both the governmental fund balance sheet and the governmental fund statement of revenues, expenditures, and changes in fund balances provide a reconciliation to facilitate this comparison between *governmental funds* and *governmental activities*.

The Library maintains one governmental fund. Information is presented in the governmental fund balance sheet and in the governmental fund statement of revenues, expenditures, and changes in fund balances for the General Fund.

The Library adopts an annual appropriated budget for its general fund. Budgetary comparison statements or schedules have been provided for the General Fund herein to demonstrate compliance with the budget.

The basic governmental fund financial statements can be found on pages 11-12 of this report.

Notes to the financial statements. The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements. The notes to the financial statements can be found on pages 14-20 of this report.

Government-wide Financial Analysis

[Because this is the first year of implementation of Governmental Accounting Standards Board Statement No. 34, which requires this new reporting model, the following tables present only current year data. In future years, when prior-year information is available, comparative analysis of Library-wide data will be presented.]

As noted earlier, net assets may serve over time as a useful indicator of a government's financial position. In the case of the Library, assets exceeded its liabilities by \$456,104 at the close of the most recent fiscal year.

A portion of the Library's net assets (45%) reflects its investment in capital assets (e.g., land, buildings, books and audio-visual materials, and equipment). The Library uses these capital assets to provide services to the community; consequently, these assets are *not* available for future spending.

Library's Net Assets

	<u>Governmental Activities</u>
Current and Other Assets	\$ 270,434
Capital Assets, Net	205,730
Total Assets	<u>\$ 476,164</u>
Current Liabilities	12,782
Total Current Liabilities	<u>\$ 12,782</u>
Long-term liabilities	
Compensated absences	\$ 7,278
Total Long-term Liabilities	<u>7,278</u>
Net Assets:	
Invested in Capital Assets	205,730
Unrestricted	250,374
Total Net Assets	<u>\$ 456,104</u>

The Library's net assets increased by \$5,836 during the current fiscal year. Unrestricted net assets—the part of net assets that can be used to finance day to day operations, increased by \$5,836 or 13%, during fiscal year 2004.

Library's Changes in Net Assets

	<u>Governmental Activities</u>
Revenue:	
Program Revenue:	
Charges for services	\$ 4,530
Operating Grants and Contributions	1,500
General Revenue:	
Property Taxes	53,654
State-Shared Revenues	10,230
Penal Fines	129,522
Interest and Rent Earnings	2,625
Other	4,700
	<hr/>
Total Revenue	\$ 206,761
Expenses:	
Culture	\$ 200,925
	<hr/>
Total Expenses	\$ 200,925
Increase in Net Assets	5,836
Net Assets, Beginning of Year	<hr/> 450,268
Net Assets, End of Year	\$ <u>456,104</u>

Governmental activities. The Library's total governmental revenues decreased by \$25,111 from last fiscal year. This was primarily attributed to a decrease in other revenues, including insurance claim proceeds of \$16,000 received in the 2002/2003 fiscal year. Expenses decreased by \$20,217. The increase was primarily due to a decrease in capital outlay expenditures.

Financial Analysis of the Government's Funds

As noted earlier, the Library uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements.

As of the end of the current fiscal year, the Library's governmental fund reported an ending fund balance of \$257,652, an increase of \$10,588 in comparison with the prior year. The *unreserved fund balance*, which is available for spending at the Library's discretion, constitutes 100% of this total amount.

The only governmental fund is the General Fund of the Library. As a measure of the general fund's liquidity, it may be useful to compare both unreserved fund balance and total fund balance to total fund expenditures. Unreserved fund balance and total fund balance each represent approximately 131% of total general fund expenditures.

The fund balance of the General Fund increased by \$10,588 during the current fiscal year.

General Fund Budgetary Highlights

The Library's budgets are prepared in accordance with Michigan Law. The only budgeted fund is the General Fund. The General Fund budget was not amended during the year.

Capital Asset and Debt Administration

Capital assets. The Library's investment in capital assets for its governmental activities as of September 30, 2004, amounted to \$205,730 (net of accumulated depreciation). Investment in capital assets includes land, buildings, furniture and fixtures, equipment, and books and audio-visual materials. Additions totaled \$27,193 for the fiscal year.

Library's Capital Assets (net of depreciation)

Land	\$	4,500
Buildings		76,992
Furniture and Fixtures		3,372
Machinery and Equipment		5,918
Books, Audio-Visual materials, etc.		<u>114,948</u>
Total	\$	<u>205,730</u>

Additional information on the Library's capital assets can be found in note 5 on page 19 of this report.

Factors Bearing on the Library's Future

The following factors were considered in preparing the Library's budget for the 2004-2005 fiscal year:

- The penal fine money received by the library varies from year to year. For 2003-2004, the Library received \$129,522 in penal fine money, representing 63% of the revenues in the General Fund. The amounts of penal fine revenues for future periods are uncertain and will affect the Library's future budgets. The Library's millage provides approximately \$53,000 of revenue per year. Our budgets were prepared with these factors in mind and will need to be revised as needed.

Requests for Information

This financial report is designed to provide a general overview of the Library's finances for all those with an interest in the government's finances. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to:

Ogemaw District Library
Librarian's Office
107 W. Main Street
Rose City, Michigan 48654

Ogemaw District Library
Statement of Net Assets
September 30, 2004

	<u>Governmental Activities</u>
Assets	
Cash and cash equivalents (Note 3)	\$ 269,546
Receivables:	
Other governmental units:	
Other (Note 4)	888
Capital assets-net	<u>205,730</u>
Total assets	<u>476,164</u>
 Liabilities	
Accounts payable	4,299
Accrued and other liabilities	5,687
Deferred revenue (Note 4)	2,796
Long-term liabilities:	
Due in more than one year (compensated absences)	<u>7,278</u>
Total liabilities	<u>20,060</u>
 Net Assets	
Invested in capital assets, net of related debt	205,730
Unrestricted	<u>250,374</u>
Total net assets	\$ <u><u>456,104</u></u>

See accompanying notes to financial statements.

Ogemaw District Library
Statement of Activities
September 30, 2004

Functions/Programs	<u>Expenses</u>	<u>Program Revenues</u>		<u>Governmental Activities</u>
		<u>Charges for Services</u>	<u>Operating Grants</u>	<u>Net (Expense) Revenue and Changes in Net Assets</u>
Governmental Activities				
Recreation and culture	\$ <u>200,925</u>	\$ <u>4,530</u>	\$ <u>1,500</u>	\$ <u>(194,895)</u>
 Total governmental activities	 \$ <u><u>200,925</u></u>	 \$ <u><u>4,530</u></u>	 \$ <u><u>1,500</u></u>	 \$ <u><u>(194,895)</u></u>
General Revenues:				
Property taxes				53,654
State-shared revenues				10,230
Penal fines				129,522
Interest and investment earnings				2,625
Other				<u>4,700</u>
 Total general revenues				<u>200,731</u>
 Change in Net Assets				5,836
 Net assets - beginning of year				<u>450,268</u>
 Net assets - end of year				\$ <u><u>456,104</u></u>

See accompanying notes to financial statements.

Ogemaw District Library
Governmental Funds
Balance Sheet
September 30, 2004

	<u>General Fund</u>
Assets	
Cash and investments (Note 3)	\$ 269,546
Receivables:	
Other governmental units:	
Other (Note 4)	888
Total assets	<u>\$ 270,434</u>
Liabilities	
Accounts payable	\$ 4,299
Accrued and other liabilities	5,687
Deferred revenue (Note 4)	2,796
Total liabilities	<u>12,782</u>
Fund balances	
Unreserved:	
Undesignated	257,652
Total fund balances	<u>257,652</u>
Total liabilities and fund balances	<u>\$ 270,434</u>
 Fund Balances - Total Governmental Funds	 \$ 257,652
Amounts reported for governmental activities in the statement of net assets are different because:	
Capital assets used in governmental activities are not financial resources, and are not reported in the funds.	
The cost of capital assets is	\$ 390,255
Accumulated depreciation is	(184,525)
	205,730
Long term liabilities are not due and payable in the current period and are not reported in the fund statements	
Compensated absences	(7,278)
Net Assets of Governmental Activities	<u>\$ 456,104</u>

See accompanying notes to financial statements.

Ogemaw District Library
Governmental Funds
Statement of Revenues, Expenditures and Changes in Fund Balances
September 30, 2004

	General Fund
Revenues	
Property taxes	\$ 53,654
State-shared revenues	10,230
Local grants	1,500
Charges for services	4,530
Penal fines	129,522
Interest earnings	2,625
Proceeds from sale of assets	516
Other	4,184
Total revenues	<u>206,761</u>
Expenditures	
Current:	
Recreation and culture	168,980
Capital outlay	27,193
Total expenditures	<u>196,173</u>
Net changes in fund balances	10,588
Fund balances - Beginning of year	<u>247,064</u>
Fund balances - End of year	<u><u>\$ 257,652</u></u>

See accompanying notes to financial statements.

Ogemaw District Library
Governmental Funds
Reconciliation of the Statement of Revenues, Expenditures and Changes
in Fund Balances of Governmental Funds to the Statement of Activities
Year ended September 30, 2004

Net Change in Fund Balances - Total Governmental Funds	\$	10,588
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Amounts reported for governmental activities are different because:

Government funds report capital outlays as expenditures;
in the statement of activities these costs are allocated
over their estimated useful lives as depreciation.

Depreciation expense	\$	(31,450)	
Capital Outlay		<u>27,193</u>	(4,257)

Increase in compensated absences are reported as expenditures when financial resources are used in governmental funds.		(495)
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Change in Net Assets of Governmental Activities	\$	<u><u>5,836</u></u>
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See accompanying notes to financial statements.

Ogemaw District Library
Notes to Financial Statements
September 30, 2004

Note 1 - Summary of Significant Accounting Policies

The accounting policies of the Ogemaw District Library ("the Library") conform to accounting principles generally accepted in the United States of America (GAAP) as applicable to governmental units. The following is a summary of the more significant policies used by the Library:

Reporting Entity

The Ogemaw District Library is governed by an appointed five member Library Board. The accompanying financial statements have been prepared in accordance with criteria established by the Governmental Accounting Standards Board (GASB) for determining the various governmental organizations to be included in the reporting entity. These criteria include significant operational financial relationships that determine which of the governmental organizations are a part of the Library's reporting entity, and which organizations are legally separate, component units of the Library. Based on the application criteria, the Library does not contain any component units.

Government-wide and Fund Financial Statements

The government-wide financial statements (i.e., the statement of net assets and the statement of changes in net assets) report information about the Library as a whole. Governmental activities are supported by taxes and intergovernmental revenues.

The statement of activities demonstrates the degree to which the direct expenses of a given function or segment are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function. Program revenue includes (1) charges to customers or applicants who purchase, use or directly benefit from goods, services, or privileges provided by a certain function and (2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function. Taxes and other items not properly included among program revenues are reported instead as general revenue.

Measurement Focus, Basis of Accounting, and Financial Statement Presentation

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenue is recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of the related cash flows. Property taxes are recognized as revenue in the year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

Note 1 - Summary of Significant Accounting Policies (Continued)

Government fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenue is recognized as soon as it is both measurable and available. Revenue is considered to be available if it is collected within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the Library considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, as well as expenditures related to compensated absences and severance pay, are recorded only when payment is due.

The General Fund is the Library's operating fund. It accounts for all financial resources of the Library. The General Fund is the Library's only fund.

Amounts reported as program revenue include: (1) charges to customers for goods, services or privileges provided and (2) operating grants and contributions. General revenue includes all taxes.

Assets, Liabilities, and Net Assets or Equity

Bank Deposits and Investments - Cash and cash equivalents include cash on hand, demand deposits, and short-term investments with a maturity of three months or less when acquired. Investments are stated at fair value.

Receivables and Payables -

The taxpayers of the Library have their properties assessed as of December 31 and the related property taxes are levied and become a lien on December 1 for 100% of the taxes which are due February 28. The 2003 taxable value of the Library was \$186,690,323. The 2003 tax levy was .2872 mills for general operating purposes raising \$53,654 for general operating purposes.

Capital Assets - Capital assets, which include land, buildings, and equipment are reported in the governmental activities column in the government-wide financial statements. Capital assets are defined by the Library as assets with an initial individual cost of more than \$500 and an estimated useful life in excess of one year. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at estimated fair market value at the date of the donation.

Ogemaw District Library
Notes to Financial Statements
September 30, 2004

Note 1 - Summary of Significant Accounting Policies (Continued)

Buildings, equipment, and vehicles are depreciated using the straight-line method over the following useful lives:

Buildings and additions	50 years
Office furnishings	5-20 years
Library books, periodicals, etc.	10 years
Other equipment	5-20 years

Compensated Absences - It is the Library's policy to permit employees to accumulate earned but unused sick and vacation pay benefits. Sick leave benefits are accrued as a liability when they have vested. Since unused sick leave and vacation pay are not fully vested, compensated absences are charged to expenditures when taken. The liability for compensated absences is reported as a liability in the government-wide financial statements.

Fund Equity - In the fund financial statements, governmental funds report reservations of fund balance for amounts that are not available for appropriating or are legally restricted by outside parties for use for a specific purpose. Designations of fund balance represent tentative management plans that are subject to change. The Library has not designated any funds for future use.

Comparative Data/Reclassifications - Comparative data is not included in the Library's financial statements.

Accounting Change - Effective October 1, 2003, the Library implemented the provisions of Governmental Accounting Standards Board Statement No. 34, Basic Financial Statements - and Management's Discussion and Analysis - for State and Local Governments (GASB No, 34). Changes to the Library's financial statements as a result of GASB No. 34 are as follows:

A Management's Discussion and Analysis (MD&A) section providing analysis of the Library's overall financial position and results of operations has been included.

Government-wide financial statements (statement of net assets and statement of activities) prepared using full accrual accounting for all of the Library's activities have been provided.

Capital assets in the governmental activities column of the statement of net assets includes assets totaling \$209,987 owned by the Library at October 1, 2003. The Library has compiled estimated historical cost information for Library assets since a General Fixed Asset Group of Accounts has not been maintained.

Ogemaw District Library
Notes to Financial Statements
September 30, 2004

Note 1 - Summary of Significant Accounting Policies (Continued)

Budgetary Information - Annual budgets are adopted on a basis consistent with generally accepted account principles and state laws for the general fund. All annual appropriations lapse at fiscal year end.

The budget document presents information by fund and function. The legal level of budgetary control adopted by the governing body (i.e., the level at which expenditures may not legally exceed appropriations) is the function level. State law requires the Library adopt its budgets by October 1. Expenditures in excess of amounts budgeted is a violation of Michigan Law. State law permits Libraries to amend its budget during the year. During the year the budget was amended in a legally permissible manner.

Encumbrances are not liabilities and, therefore, are not recorded as expenditures until the receipt of materials or services. For budgetary purposes, appropriations lapse at fiscal year end and outstanding encumbrances are reappropriated in the next year.

Note 2 - Stewardship, Compliance and Accountability

Excess of expenditures over appropriations in budgeted funds:

The Library incurred expenditures in excess of amounts budgeted as follows:

<u>Fund and Function</u>	<u>Appropriation</u>	<u>Expenditure</u>	<u>Variance</u>
General:			
Capital outlay	\$ 700	\$ 4,225	\$ 3,525

Note 3 - Deposits and Investments

Michigan Compiled Laws, Section 129.91 authorizes the Library to make deposits and investments in the accounts of federally insured banks, credit unions, and savings and loan associations that have offices in Michigan. The Library is also allowed to invest in bonds, securities, and other direct obligations of the United States or any agency or instrumentality of the United States; repurchase agreements; bankers' acceptances of United States banks; commercial paper rated within the two highest classifications, which matures not more than 270 days after the date of purchase; obligations of the State of Michigan or its political subdivisions, which are rated as investment grade; and mutual funds composed of investment vehicles that are legal for direct investment by local units of government in Michigan.

The Library Board has designated one bank for the deposit of Library funds. The investment policy adopted by the board in accordance with Public Act 196 of 1997 has authorized investments in bank accounts and CDs, but not the remainder of State statutory authority as listed above.

The Ogemaw District Library's deposits and investment policy are in accordance with statutory authority.

Ogemaw District Library
Notes to Financial Statements
September 30, 2004

Note 3 - Deposits and Investments (Continued)

At year-end, the Ogemaw District Library's deposits and investments were reported in the basic financial statements in the following categories:

	Governmental Activities	Library Total
Cash and cash equivalents	\$ 269,546	\$ 269,546
Total	\$ <u>269,546</u>	\$ <u>269,546</u>

The Library does not have any investments. The deposits are as follows:

Deposits (checking, savings and CDs)	\$ 269,546
	\$ <u>269,546</u>

The deposits of the Library were reflected in the accounts of one financial institution, of which \$100,428 is covered by federal depository insurance.

Note 4 - Receivables

Receivables as of year-end for the Library's major funds, including applicable allowances of uncollectible accounts, are as follows:

	General Fund
Receivables:	
Intergovernmental	\$ 888
	\$ <u>888</u>

Ogemaw District Library
Notes to Financial Statements
September 30, 2004

Note 4 - Receivables (Continued)

Governmental funds report deferred revenue in connection with receivables for revenue that are not considered to be available to liquidate liabilities of the current period. Governmental funds also defer revenue recognition in connection with resources that have been received but not yet earned. At the end of the current fiscal year, the various components of deferred revenue are as follows:

	<u>Unavailable</u>	<u>Unearned</u>
Deferred revenue:		
Restricted donations	\$ -	\$ 2,796
	\$ 0	2,796
Total deferred revenue		\$ 2,796

Note 5 - Capital Assets

Capital assets activity of the Library's Governmental activities were as follows:

	<u>Balance 10/1/03</u>	<u>Additions</u>	<u>Deletions</u>	<u>Balance 9/30/04</u>
Capital assets not depreciated:				
Land	\$ 4,500	\$ -	\$ -	\$ 4,500
Capital assets being depreciated:				
Buildings	100,841	3,012	-	103,853
Furniture and fixtures	4,468	587	-	5,055
Machinery and equipment	30,562	-	-	30,562
Books, Audio-Visual materials, etc.	222,691	23,594	-	246,285
Subtotal	<u>363,062</u>	<u>27,193</u>	<u>-</u>	<u>390,255</u>
Accumulated Depreciation				
Buildings	23,642	3,219	-	26,861
Furniture and fixtures	1,452	231	-	1,683
Machinery and equipment	20,093	4,551	-	24,644
Books, Audio-Visual materials, etc.	107,888	23,449	-	131,337
Subtotal	<u>153,075</u>	<u>31,450</u>	<u>-</u>	<u>184,525</u>
Net capital assets being depreciated	<u>209,987</u>	<u>(4,257)</u>	<u>-</u>	<u>205,730</u>
Governmental Activities				
Total Capital Assets net of Depreciation	\$ <u>209,987</u>	\$ <u>(4,257)</u>	\$ <u>0</u>	\$ <u>205,730</u>

Ogemaw District Library
Notes to Financial Statements
September 30, 2004

Note 5 - Capital Assets (Continued)

Depreciation expense was charged to programs of the primary government as follows:

Governmental activities:	
Culture	\$ 31,450
Total governmental activities	<u>\$ 31,450</u>

Note 6 - Risk Management

The Ogemaw District Library is exposed to various risks of loss related to theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. These risks are covered by insurance purchased from independent insurance companies. Settled claims from these risks have not exceeded insurance coverage for the last three years.

Note 7 - Unemployment Compensation

The Ogemaw District Library is a reimbursing employer to the State of Michigan, Department of Consumer & Industry Services and as such is responsible to pay the Agency for all benefits paid and charged to the Library. As of September 30, 2004, there are no known liabilities paid by the Agency.

Required Supplemental Information

Ogemaw District Library
 Budgetary Comparison Schedule - General Fund
 September 30, 2004

	Budgeted Amounts			Variance With Amended Budget
	Original Budget	Amended Budget	Actual	
Fund Balance - Beginning of year	\$ 237,424	\$ 237,424	\$ 247,064	\$ 9,640
Resources (Inflows)				
Property taxes	52,000	52,000	53,654	1,654
State-shared revenues	9,695	9,695	10,230	535
Local grants	1,500	1,500	1,500	-
Charges for services	4,250	4,260	4,530	270
Penal fines	138,147	138,147	129,522	(8,625)
Interest earnings	2,500	1,300	2,625	1,325
Proceeds from sale of assets	-	-	516	516
Other	3,750	7,210	4,184	(3,026)
Amounts available for appropriation	<u>211,842</u>	<u>214,112</u>	<u>206,761</u>	<u>(7,351)</u>
Charges to Appropriations (Outflows)				
Current:				
Culture	206,710	209,521	191,948	17,573
Capital outlay	<u>3,800</u>	<u>700</u>	<u>4,225</u>	<u>(3,525)</u>
Total charges to appropriations	<u>210,510</u>	<u>210,221</u>	<u>196,173</u>	<u>14,048</u>
Fund Balance - end of year	<u>\$ 238,756</u>	<u>\$ 241,315</u>	<u>\$ 257,652</u>	<u>\$ 16,337</u>

Other Supplemental Information

Ogemaw District Library
Detailed Statement of Revenues
For the Year Ended September 30, 2004

	<u>Actual</u>
Revenues	
Tax levy	\$ 53,654
State grants	10,230
Local grants	1,500
Charges for services:	
Fax machine	1,336
Copy machine	2,017
Fees, book sales, book fines	579
Books for patrons	313
Miscellaneous	285
Total charges for services	<u>4,530</u>
Penal fines	129,522
Interest earnings	2,625
Miscellaneous:	
Memorials	445
Donations	3,347
Supermarket slips	20
Miscellaneous	372
Total miscellaneous	<u>4,184</u>
Total revenues	<u><u>\$ 206,245</u></u>

Ogemaw District Library
Detailed Statement of Expenditures
For the Year Ended September 30, 2004

Expenditures	<u>Actual</u>
Current:	
Wages	\$ 111,889
Payroll taxes	4,821
Employee benefits	7,351
Library supplies	4,360
Maintenance supplies	720
Postage	696
Periodicals - newspapers	1,583
Fees	91
Reading program	1,195
Contractual services	2,748
Memberships	5,611
Workshops	1,195
Insurance	6,101
Utilities	15,814
Repairs and maintenance	3,249
Copy machine	1,280
Miscellaneous	276
Total current	<u>168,980</u>
Capital outlay:	
Capital outlay - books and audio-visual	23,594
Capital outlay - other	<u>3,599</u>
Total capital outlay	<u>27,193</u>
Total expenditures	<u>\$ 196,173</u>



Rodney C. Robertson, CPA
Robert J. Carpenter, CPA

ROBERTSON & CARPENTER, LLP

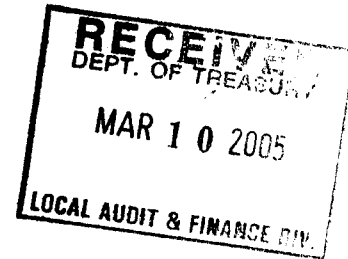
CERTIFIED PUBLIC ACCOUNTANTS

P.O. Box 69 • 103 E. Main Street • Rose City, Michigan 48654

Phone (989) 685-2411 • Fax (989) 685-2412

Other office: Mio, Michigan

February 26, 2005



To the Library Board
Ogemaw District Library

We have audited the financial statements of Ogemaw District Library for the year ended September 30, 2004, and have issued our report thereon dated February 26, 2005. Professional standards require that we provide you with the following information related to our audit.

Our Responsibility under U.S. Generally Accepted Auditing Standards

As stated in our engagement letter dated October 1, 2004, our responsibility, as described by professional standards, is to plan and perform our audit to obtain reasonable, but not absolute, assurance that the financial statements are free of material misstatement and are fairly presented in accordance with U.S. generally accepted accounting principles. Because an audit is designed to provide reasonable, but not absolute assurance and because we did not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us.

As part of our audit, we considered the internal control of Ogemaw District Library. Such considerations were solely for the purpose of determining our audit procedures and not to provide any assurance concerning such internal control.

Significant Accounting Policies

Management has the responsibility for selection and use of appropriate accounting policies. In accordance with the terms of our engagement letter, we will advise management about the appropriateness of accounting policies and their application. The significant accounting policies used by Ogemaw District Library are described in Note 1 to the financial statements. The Library implemented the provisions of Governmental Accounting Standards Board Statement No. 34, Basic Financial Statements- and Management's Discussion and Analysis - for State and Local Governments (GASB No. 34) on October 1, 2003. We noted no transactions entered into by Ogemaw District Library during the year that were both significant and unusual, and of which, under professional standards, we are required to inform you, or transactions for which there is a lack of authoritative guidance or consensus.

Accounting Estimates

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected.

Audit Adjustments

For purposes of this letter, professional standards define an audit adjustment as a proposed correction of the financial statements that, in our judgment, may not have been detected except through our auditing procedures. An audit adjustment may or may not indicate matters that could have a significant effect on the Ogemaw District Library's financial reporting process (that is, cause future financial statements to be materially misstated). In our judgment, none of the adjustments we proposed, whether recorded or unrecorded by the Ogemaw District Library, either individually or in the aggregate, indicates matters that could have a significant effect on the Ogemaw District Library's financial reporting process.

Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as a matter, whether or not resolved to our satisfaction, concerning a financial accounting, reporting, or auditing matter that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the governmental unit's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Issues Discussed Prior to Retention of Independent Auditors

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the Ogemaw District Library's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing our audit.

This information is intended solely for the use of the Library Board and management of Ogemaw District Library and is not intended to be and should not be used by anyone other than these specified parties.

Very truly yours,

Robertson & Carpenter, CPAs, LLP

ROBERTSON & CARPENTER, LLP
Certified Public Accountants